
**CONTRACT
PROCESS*****Bureau of Grants and Purchasing (BGP) Analyst/Buyer***

1. Performs debarment check on contractor.
2. Ensures contractor is registered in state Enterprise Resource Planning system.
3. Completes State Administrative Board document as needed; see CPM 205.
4. Drafts contract and electronically forwards to the contract administrator (CA)/program office for review.
5. If applicable, prepares County Board Memo and forwards to local office for submission to County Board; see CPM 204.

CA/Program Office

6. Reviews and approves contract or returns to BGP analyst/buyer for changes/revisions until approval is reached by both parties.

BGP Analyst/Buyer

7. Obtains certificate of insurance from the contractor.
8. Utilizes e-Signature software to execute contract. Creates the transaction, adds document(s), adds recipients, and prepares the document(s) for signing.

Contractor

9. Accepts and signs the contract.

BGP Analyst/Buyer

10. Reviews contract for appropriate signatures, determines that all required approvals (e.g., County Board, Ad Board) have been received.

BGP

11. Distributes the fully-executed contract as required.